

## Integration Management

The monitoring and control of all aspects of a project in order to achieve a smooth execution.

### Charter

The document that initiates and authorizes a project, and identifies the manager and overall objectives and deliverables. This document is typically provided to the project manager.

### Change Control Plan

The document that describes how changes to the project scope, timing, budget, plans, or procedures are initiated and approved. This document typically addresses change justification, primary stakeholder authorization, and tracking.

### Closure Plan

The document that describes how the project will be closed. This document typically includes verification of project documentation for accuracy and completeness, and the recording of lessons learned during the course of the project.

## Scope Management

The monitoring and control of the specific activities needed to meet the project requirements.

### Scope Statement

The document that describes the project and its deliverables, the general approach that will be taken, budget and time constraints, and stakeholder identification.

### Work Breakdown Structure

The hierarchical representation of the project's planned activities. This representation is typically implemented as an outlined list in the project schedule.

## Time Management

The monitoring and control of activity timing and durations to meet the approved project completion date.

### Schedule

The representation of the hierarchically outlined, sequenced, effort driven, and resource leveled activities needed to achieve project deliverables and milestones on their planned date. The schedule includes the list of activities and corresponding Gantt chart, shows milestones, and indicates the critical path. The schedule is typically implemented using application specific software.

### Time Accounting System

The method used to record the actual effort applied to each activity, the output of which serves as an estimating reference for future projects. This method is typically implemented using a simple database (spreadsheet).

### Key Date Report

The comprehensive view of project milestone achievements and forecasts. This view is typically generated using the project scheduling software.

## Cost Management

The monitoring and control of activity costs to meet the approved project budget.

### Expense Forecasting System

The method used to predict the timing of future project expenses. Forecasting is typically generated using the project scheduling software.

### Cost Accounting System

The method used to record the actual cost applied to each activity, the output of which serves as an estimating reference for future projects. This method is typically implemented using a simple database (spreadsheet).

## Quality Management

The monitoring and control of adherence to established project and process methodologies and requirements.

### Customer Requirements

The comprehensive, defined, prioritized, and indexed list of customer needs. This list is developed through interviews between the customer(s) and key project team members.

**Engineering Requirements**

The comprehensive, defined, and indexed list of engineering metrics and specifications, correlated to one or more customer requirement, and indicating the relevance to it. This list is developed by the project team through such means as calculation, feasibility studies, past experience, and proof of concept prototyping.

**Quality Assurance Plan (optional)**

The document that describes the method used to assure adherence to required quality processes. This document is typically an established checklist reviewed at project gate intervals.

**Test Plan**

The document describing the test methodology that will be used to verify that engineering requirements have been met, and therefore validate that Customer Requirements have been met. This representation is developed as engineering requirements are established, and executed to verify article performance against the requirements.

**Configuration Management System**

The method used to control article and document versions, and to ensure that project documentation accuracy and completeness is maintained. This method involves uniquely identifying the version of an article or document, and controlling its release and obsolescence.

**Issue Management System**

The method used to record, prioritize, track, and close project issues. This method is typically implemented using a simple database (spreadsheet).

**Idea Management System**

The method used to record, prioritize, track, and close project ideas outside of the current scope. This method is typically implemented using a simple database (spreadsheet).

**Earned Value Management (optional)**

A method used to track on-going schedule and cost performance against a baseline estimate. This method is typically implemented using the project scheduling software.

**Human Resource Management**

The monitoring and control of staffing to maintain a technically capable and temperamentally balanced team.

**Peer Evaluation System**

The method used to collect, track, and provide feedback regarding team members' adherence to defined values and norms. This method is typically implemented using a simple database (spreadsheet).

**Member Roster**

A document identifying each team member's preferred method(s) of communication, their area(s) of expertise, their role on the team, and, if desired, their emergency contact.

**Resource Availability Calendar**

The calendar or similar document identifying each team member's work availability throughout the duration of the project. This calendar is typically implemented using the project scheduling software.

**Communications Management**

The monitoring and control of information dissemination between team members and other stakeholders.

**Communications Plan**

The document that describes the format and frequency of project status reporting. This document typically includes a sample report identifying key progress indicators (KPI) and textual content, and can be paralleled with an online status dashboard.

**Team Meeting Calendar**

The calendar or similar document identifying the date, time, and location of currently planned team meetings.

**Project Information Repository**

The comprehensive collection of all project information including, but not limited to, requirement documents, planning documents, design documents, test documents, schedule, accounting ledgers, resource calendars, customer communications, meeting minutes, and status reports. This repository is typically a network drive location, with applicable sub-directories and access control.

## **Risk Management**

The monitoring and control of project risk threats and opportunities.

### **Risk Register**

The document used to record, index, classify, describe, assess (impact and likelihood), and prioritize project risks (threats and opportunities), and present viable mitigation plans and their estimated cost. This document is typically implemented using a simple database (spreadsheet).

## **Procurement Management**

The monitoring and control of material and service requisitioning and fulfillment.

### **Procurement Plan**

The document that describes how materials and services will be requisitioned, and how fulfillment will be tracked and recorded from the time of requisition, to the time of receipt and inspection.